



Louisiana State Council of the Emergency Nurses Association

Re: Vendor Support for the Annual Education Conference

Date: March 28, 2018

Hello,

The Louisiana Council of the Emergency Nurses Association, Inc. will be hosting our Annual Education Conference on Friday, August 10, 2018 at the Doubletree by Hilton in Lafayette, LA. This year's conference is focused on multiple current emergency nursing topics. We are anticipating a large turnout of Emergency Department staff nurses, directors, managers, and EMT's. Our 2017 Conference in Lafayette was our largest in years, we expect an ever greater turnout in 2018. Lafayette is a GREAT location for both North and South LA Emergency Nurses to travel to.

Our association would like to take this opportunity to invite you to participate in our conference. We are seeking your support through vendor exhibits, sponsorship and/or unrestricted educational grants to assist us in keeping the cost of this conference affordable to all attendees. Without your support, conferences like these would not exist.

Please note that we have increased Vendor time with participants!!

Enclosed are the vendor and sponsor rates for this conference and a registration form for your completion. The Louisiana Council of Emergency Nurses Association is a non-profit organization (Tax ID#: 72-1052158). A table will be provided as well as electrical outlets if needed and tablecloths. There will be a schedule of times throughout the conference for participants to tour the exhibits. Special room rates will be available.

Booking Website:

<http://doubletree.hilton.com/en/dt/groups/personalized/L/LFTLDDT-LSN-20180809/index.jhtml>

OR call hotel directly 337-235-6111 Group Code LSN

Please complete and return the attached form to the address listed below. Checks should be made payable to Louisiana Council of the Emergency Nurses Association, Inc. (LCENA) or you can go to www.louisianaena.com/events and pay via PayPal account. If you have any questions, please feel free to contact me. As always, thank you for your support, assistance and participation in our annual conference.

On behalf of the LA ENA Thanks for your support:

John Armand, RN

Vendor contact 2018 LA ENA Conference

2018 LA ENA Board of Director and Injury Prevention Chair

Pay with PayPal at: www.louisianaena.com/events

OR - Mail checks to:

Vendor Representative Name and Contact Information:

John Armand

319 Cheramie Rd.

Port Barre, LA 70577

Email: johnarmand@bellsouth.net or johnarmand@opelousasgeneral.com

337-948-5140 (o)

337-945-5823 (c)

VENDOR/ EXHIBITOR:

WHAT DO YOU GET?

- Over 2 hours with ATTENDEES!
- Skirted 6-foot by 30-inch table, two chairs and free Wi-Fi access.
- Easily accessible area located near conference room, refreshments and breaks.
- Citation as exhibitor in the print brochures distributed at the conference
- All exhibit tables will be located outside of conference room on 2nd Floor of the hotel.

SPONSORSHIP OPPORTUNITIES:

If you cannot attend but would like to sponsor this conference you may choose to do so.

ALL SPONSORS RECEIVE THE FOLLOWING

- Recognition in the printed program
- Citation as event sponsor in the print brochures distributed at the conference
- Citation as event sponsor on event signage

RULES AND REGULATIONS

Acceptance of Applications: Space is limited. Applications are accepted on a first-come, first-served basis.

Cancellation Policy: Full refunds will be given with written notice of cancellation received on or before July 1, 2018. In the event that it becomes necessary to cancel the conference for any reason, all exhibitor and/or sponsorship payment obligations contained in this agreement shall be applied to the next LA ENA Conference.

Equipment/Electricity/Internet: Exhibitors will be provided with a (6-foot by 30-inch) skirted table and two chairs. Forms for purchasing additional items such as electrical cords, audiovisual equipment, easels, etc. will be sent after payment received).

Security/Liability: La Council of the Emergency Nurse Association will not accept any liability for equipment, goods or other exhibitor materials. The exhibitor assumes entire responsibility and promises to remove all exhibitor materials from the hotel.

Our events are made possible through the support of our sponsors and friends like you. Your support allows us to offer a successful and informative program for emergency nurses throughout Louisiana and neighboring states. We appreciate your support.